**Los Angeles Unified School District**

INTER-OFFICE CORRESPONDENCE

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR

Budget Planning is now taking place for Fiscal Year **2019-20**. Your school has the option of purchasing a **PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR** as Support Services Personnel**.** Categorically funded positions must provide support to identified at-risk students and English Learners based on data described in the Single Plan for Student Achievement. In addition, all positions funded with categorical resources are subject to federal and state time-reporting requirements. Schools must maintain a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds. **All school purchases must be reflected in the budget system during budget development**. Schools have the opportunity to purchase support services in the new year on a first come first serve basis***.*** Please inform us of your school’s intent to purchase Pupil Services and Attendance Counselor time by completing this form. ***Purchases may not be canceled after Budget Development.***

**Estimated cost for a PUPIL SERVICES AND ATTENDANCE COUNSELOR. Cost does not reflect UTLA Salary increase.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Item****No.** | **Position** | **Basis** | **5 Days****(1.0 fte)** | **4 Days****(0.8 fte)** | **3 Days****(0.6 fte)** | **2 Days****(0.4 fte)** | **1 Day****(0.2 fte)** | **1/2 Day****(0.1 fte)** |
| 12107 | Itinerant Counselor PSA (33D-5)12200543 | **A** | $ 150,219 | Must be purchased full time (5 days) |
| 12108 | Itinerant Counselor PSA (33D-5)12200543 | **B** | $ 130,084 | Must be purchased full time (5 days) |
| 12103 | Itinerant Counselor PSA (33D-5)12200543 | **C** | $ 121,527 | $ 97,222 | $ 72,916 | $ 48,611 | $ 24,305 | $ 12,153 |
| 12116 | Itinerant Counselor PSA (33D-5)12200543 | E | $136,627 | Must be purchased full time (5 days) |
| 11079 | Itinerant Counselor PSA X-Time (weekly)\* |  | $2,520 |  |

\* X-Time prior to the beginning of the school year may not be funded with compensatory education funds.

Use Budget Item Number when processing budget adjustments.

**FUNDING OPTIONS AND REQUIREMENTS:**

Your school may purchase Pupil Services and Attendance Counselor time from school-based budget programs. Purchases **other than C Basis** must be full time (5 days a week).

***Budget Planning Programs*** – The most common school-based budget programs for Budget Planning are listed in Table 1 below. Purchases from these programs must be included on your School Budget Signature Form. Minimum purchase is ½ day per categorical program.

Table 1 – Budget Planning Programs (\*\*minimum purchase is ½ day per categorical program)

 **(\*\*allowable to purchase is C Basis only)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Code** | **Program Name** |  | **Program Code** | **Program Name** |
| 10359 | TSP-Settlement |  | 13027 | General Fund School Program |
| 10397 | TSP- Per Pupil Schools |  | 13724 | Chrtr Sch Alloc In Lieu Of EIA |
| 10543 | TSP - Innovation-Focus School |  | 13724 | Chrtr Sch Alloc In Lieu Of EIA |
| 10552 | TSP - Student Equity Needs Index |  | 7S046**\*\*** | CE-NCLB T1 Schools |

For questions regarding any of the information provided above, please contact your Local District Pupil Services and Attendance Field Coordinator or Michelle Castelo Alferes, Director of Pupil Services at (213) 241-3844.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Local District | PSA Field Coordinator | Telephone | Email | Fax |
| Northeast | Pat Jimenez | 818-686-4444 | patricia.x.jimenez@lausd.net | 818-686-4450 |
| Northwest | Dionne Ash | 818-654-3716 | dionne.ash@lausd.net | 818-881-0772 |
| East | Elsy Rosado | 323-224-5905 | eyr3367@lausd.net  | 323-224-3105 |
| Central | Leilani Morales | 213-241-0158 | lxm8995@lausd.net | 213-241-2031 |
| West | Pat Burt | 310-235-3766 | pat.burt@lausd.net  | 310-235-3733 |
| South | Acquinetta Cook  | 310-354-3503 | adc3773@lausd.net | 310-527-7763 |

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School Name Location Code

is purchasing a **PUPIL SERVICES AND ATTENDANCE COUNSELOR** as follows:

Requested Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or  New Position:  Request a change in PSA Counselor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Funding Program |  |  |  |  |  |
| Number of Days |  |  |  |  |  |
| Cost |  |  |  |  |  |
| Percent if multi-funded |  |  |  |  |  |

Total Days: \_\_\_\_\_\_\_

My signature below approves and acknowledges that the School Site Council (SSC) and applicable advisory committees agreed to purchasing/funding the above position(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Principal’s Name Principal’s Signature Date

Please mail this form no later than, **March 29, 2019** to:

* *Copy of both pages to the Local District Pupil Services and Attendance (PSA) Field Coordinator (scan/email or fax to LD (PSA) Coordinator listed above).*